

CHIEF FIRE SAFETY OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the major duties of which are developing and overseeing a safety program to be implemented in all areas of fire department operations. The incumbent in this class conducts research and informational studies on safety factors, including accidents and injuries involving departmental personnel and equipment. The Chief Fire Safety Officer responds to and observes all departmental emergency operations, and maintains statistical data in order to evaluate and recommend modifications to departmental operating procedures, regulations, or training related to the safety of employees and the safe use of equipment. The employee of this class reports directly to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of all fire safety programs for the department. Researches local and federal safety regulations, and recommends management policies, goals, and objectives related to safety. Keeps informed on modern fire fighting methods and administrative practices, and evaluates how they may affect safety programs. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the department head.

Investigates all accidents involving departmental equipment or personnel; determines cause; and makes recommendations on procedures to avoid future accidents. Submits recommendations on engineering specifications and job procedures for department equipment to facilitate accident prevention.

Provides for and supervises the preparation and maintenance of all records and reports for assigned functions. Compiles and organizes data needed for reports, and writes reports. Composes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department.

Responds to emergencies and observes operations to assure compliance with established safety procedures. Provides technical support and assistance as required. Maintains liaison with fire

department physician to ensure availability of occupational medical advice and treatment to department personnel.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in the class of Fire Safety Officer immediately preceding the closing date of applications to the board.

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